WESS

Module 4

Creating A Mishap or Hazard Report

What is the Scope of WESS?

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS II

Activities
- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Notifications
- Logout

Choose report type
- ○ 5102 MISHAP
- ○ 5102 HAZARD
- ○ 3750 MISHAP
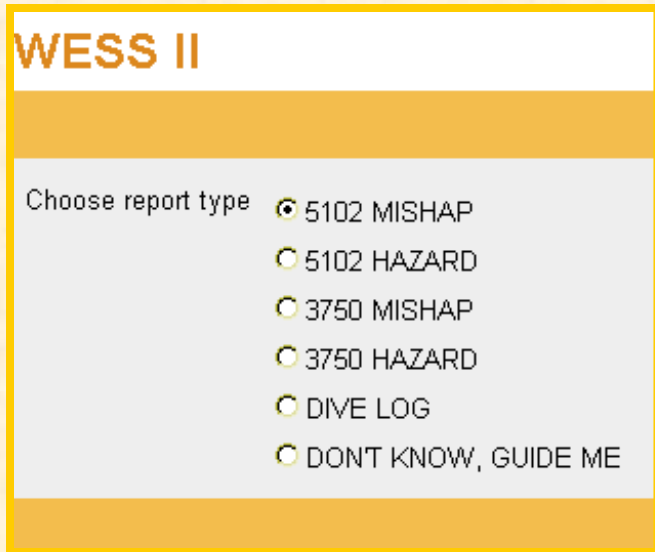- ○ 3750 HAZARD
- ○ DIVE LOG
- ○ DON'T KNOW, GUIDE ME

Active Modules IAW OPNAVINST 5102.1D

- **5102 MISHAP** – Reports of fatalities, injury/illness or property damage mishaps, both afloat and ashore, on-duty and military off-duty.

- **5102 HAZARD** – Reports of hazards or near-misses with potential to recur, offer lessons learned, or increase awareness.

Under Development

- **3750 MISHAP** – Reports of aviation and aircraft-related mishaps, in accordance with OPNAVINST 3750.6 series – (Target Date: Dec 05)

- **3750 HAZARD** – Reports of aviation and aircraft-related hazards (HAZREP), in accordance with OPNAVINST 3750.6 series – (Target Date: Jan 05)

- **DIVE LOG** – Maintain Dive Logs, in accordance with OPNAVINST 3150.27 series

Event Reporting in WESS

WESS II

Choose report type:
- ⦿ 5102 MISHAP
- ○ 5102 HAZARD
- ○ 3750 MISHAP
- ○ 3750 HAZARD
- ○ DIVE LOG
- ○ DON'T KNOW, GUIDE ME

- **5102 Mishap or Hazard Reports** - Reports are Event Driven, regardless of the activity or number of personnel involved, mishap type, location or severity. **1 Event = 1 Report**. The content and complexity of the event report varies automatically and directly with the circumstances of the mishap or hazard.

- **3750 Mishap, Hazard and Dive Log Reporting**: Under Development

- **Don't Know, Guide Me**:   A WESS Help function. If unsure of the report format, WESS will ask a series of questions designed to identify the type of mishap or hazard. Based on user responses, WESS will determine the guiding directive and will tailor the report to the required data elements.

Creating a New Mishap/Hazard Report

At the WESS User Environment screen, In the frame at left.

There is a list of actions that the user may perform.

Click on "Create New Report" to initiate and submit a New Mishap or Hazard Report.

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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WESS Naval Safety Center

Activities
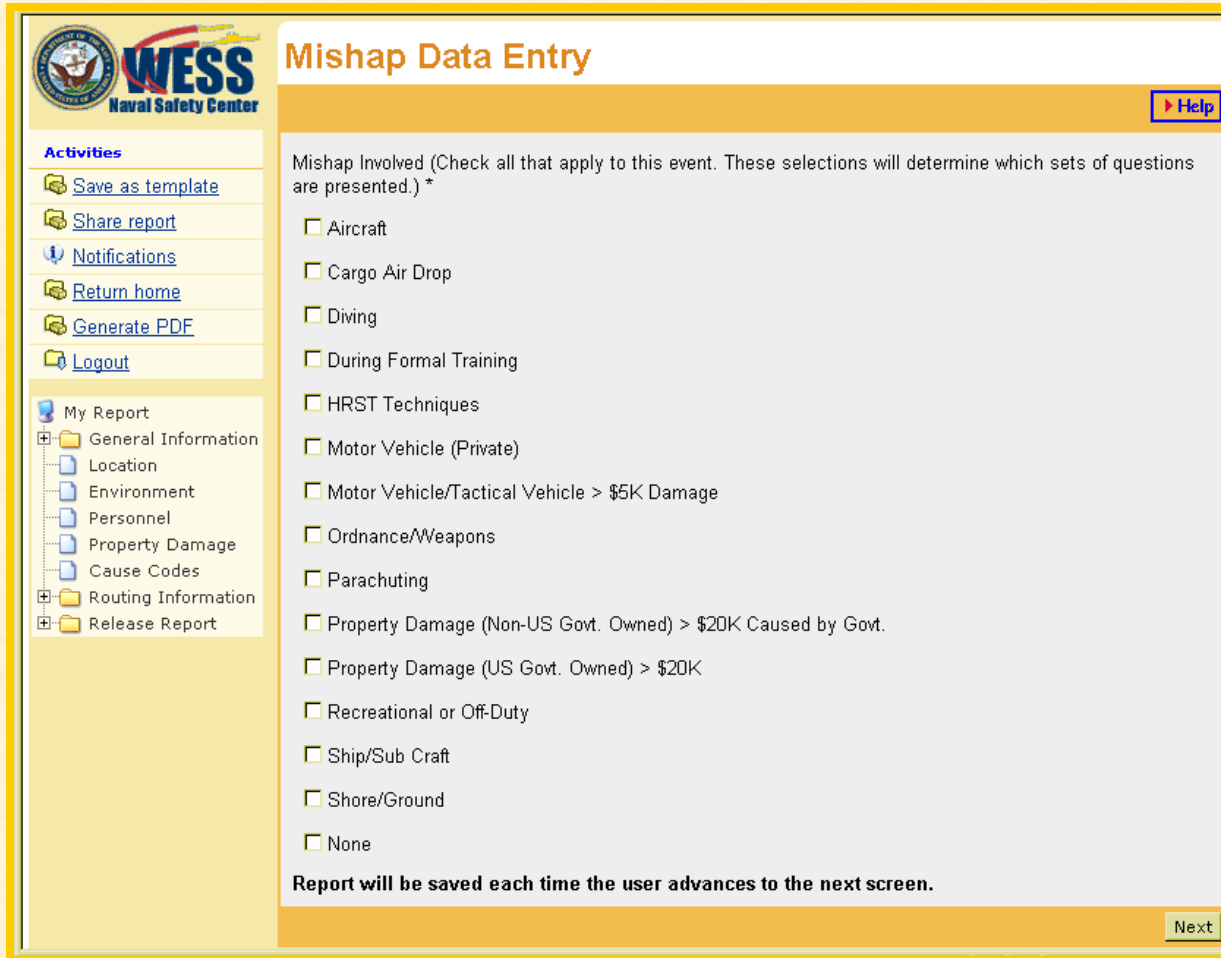
- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Notifications
- Logout

Your Existing Reports - "User Name"

Drafts
Delete   Serl# Date Description

Approval Needed
Serl# Date Description

Release Pending
Serl# Date Description

Release Action Needed
Serl# Date Description

Endorsement Needed
Serl# Date Description

What Type(s) of Reporting Applies?

Mishap Data Entry

▶ Help

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

☐ Aircraft

☐ Cargo Air Drop

☐ Diving

☐ During Formal Training

☐ HRST Techniques

☐ Motor Vehicle (Private)

☐ Motor Vehicle/Tactical Vehicle > $5K Damage

☐ Ordnance/Weapons

☐ Parachuting

☐ Property Damage (Non-US Govt. Owned) > $20K Caused by Govt.

☐ Property Damage (US Govt. Owned) > $20K

☐ Recreational or Off-Duty

☐ Ship/Sub Craft

☐ Shore/Ground

☐ None

Report will be saved each time the user advances to the next screen.

Next

Activities
- 📇 Save as template
- 📇 Share report
- ⚙ Notifications
- 📇 Return home
- 📇 Generate PDF
- 📇 Logout

- 🖥 My Report
- 📁 General Information
- 📄 Location
- 📄 Environment
- 📄 Personnel
- 📄 Property Damage
- 📄 Cause Codes
- 📁 Routing Information
- 📁 Release Report

Select the Mishap Characteristics by Checking All that are Applicable.

WESS will prompt the User for all of the data elements required by the circumstances.

Click "Next"

WESS TurboTax® Logic

☑ In order to tailor the Data Entry Screens, WESS uses a similar methodology to commercial programs such as TurboTAX®:

⬜ Customers will only be prompted for information that appears to be relevant based on previous data selections entered.

⬜ This reduces the number of reporting screens the customer sees and reduces entry time for the event.

⬜ Another advantage is that WESS is programmed to follow the requirements of OPNAV Instructions. If the user is unsure of the specific reporting criteria, WESS provides the entry parameters for you.

☑ E.g., when reporting a shipboard mishap, only those operations, activities, spaces, environmental conditions, etc that are relevant aboard ship, will appear. Narrows down to specific data elements required for each specific type of mishap……

WESS Multiple-Entry Features

☑ In some mishap events there may be multiple people and pieces of equipment involved, perhaps from different activities, at different locations, and a variety of circumstances.

 Customers will be asked for the UIC/RUC/MCC of each POC, person, location, involved activity, and piece of equipment.

 This ensures all aspects of a complex mishap event are captured.

 With that level of detail we can account for one mishap event yet pull data on each involved person, property and activity.

☑ E.g., a ship hits the pier damaging the ship, a torpedo on a pallet drops from the ship onto the pier, it damages a government and private motor vehicle and injures a civilian worker and a contractor...........

"Add / Edit / Delete" Functions

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Involved People

WESS — Naval Safety Center

Activities
- Save as template
- Share report
- Notifications
- Return home
- Generate PDF
- Logout

John B Safe 123-45-6789
Frank S Unsafe 987-65-4321

Add New Entry   Edit Entry   Delete Entry

This is an Add / Edit / Delete screen. To use this screen:
- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Back   Next

My Report
- General Information
- Location
- Environment
- Personnel
  - John Safe
  - Frank Unsafe

At left, A Typical "Add/Edit/Delete" Screen is Shown.

In this example, a third injured person is to be added to this event report.

Click the "Add New Entry" Button. A new Involved Person – General Information screen will immediately appear

"ADD" Data Function

Involved Person - General Information (page 1)

▶ Help

Last Name * [Hurt]

First Name * [Izzy]

Middle Initial [   ]

SSN [321-54-9876]   *Format is 123-45-6789*

DOB [7 March 1980] [Select] [?]

Badge Number [   ]

Shift the individual was working ⦿ Day ○ Swing ○ Grave ○ Other ○ N/A

[Back] [Next]

Only Basic Personnel Identifiers are entered at this point.
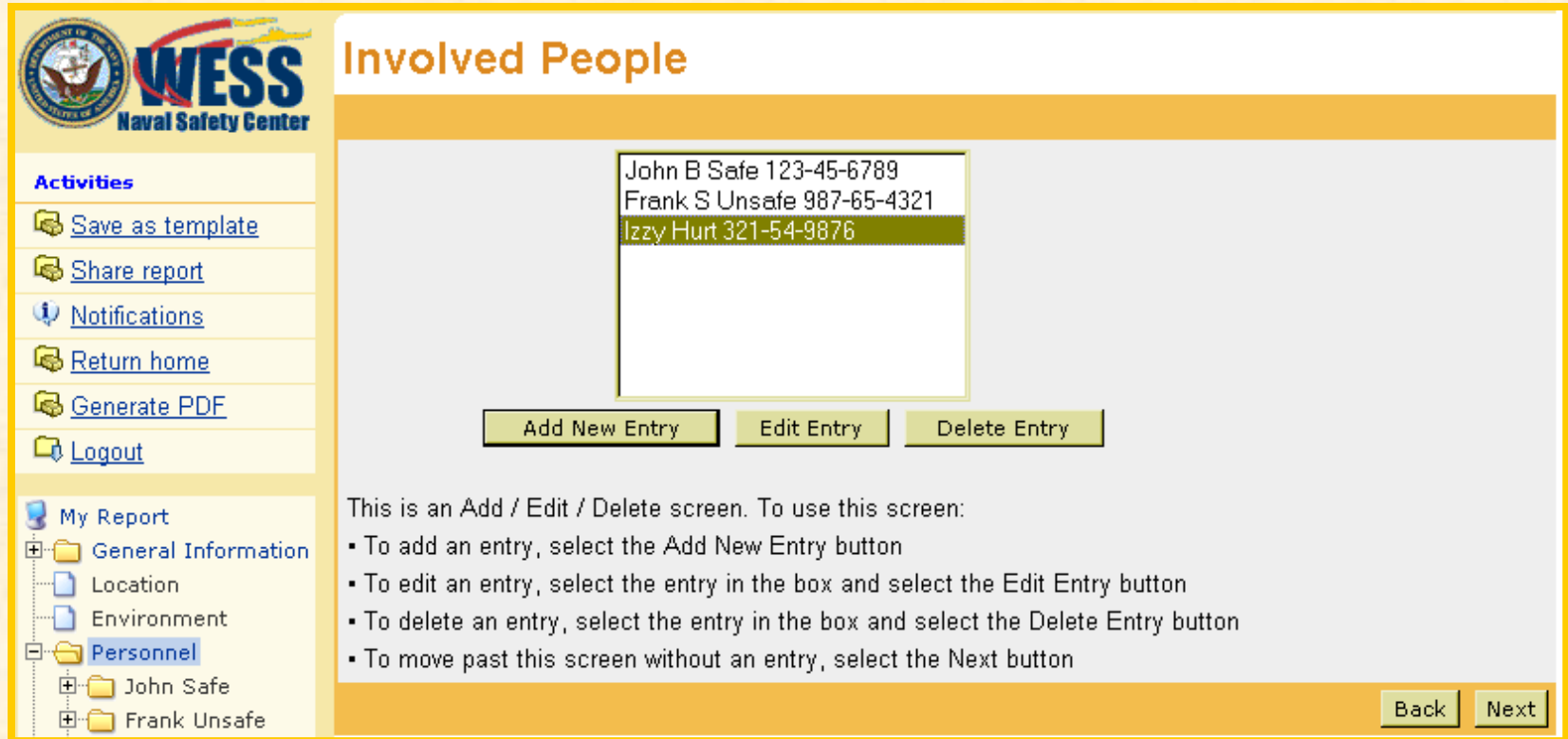
Required Fields are identified with Asterisks.

WESS will allow for entry of additional information re: injury, causal factors, etc. relevant to this individual, at a later point in the process.

Click "Next" to return to the Add/Entry/Delete Screen.

"ADD" Data Function

The new personnel entry is now displayed. Note also that a new folder will display under the Report directory tree at left, for each employee.

Click "Next"

"EDIT" Data Function

Involved People

John B Safe 123-45-6789
Frank S Unsafe 987-65-4321
Izzy Hurt 321-54-9876

[Add New Entry] [Edit Entry] [Delete Entry]

This is an Add / Edit / Delete screen. To use this screen:
- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back] [Next]

To Edit a previous entry, simply highlight the item

And Click on the "Edit Entry" button.

In this example, the next screen, Personnel Information, will immediately appear.

"EDIT" Data Function

Involved Person – General Information (page 1)

▶ Help

Last Name * [Hurt]

First Name * [Izzy]

Middle Initial [ ]

SSN [321-54-9876]   Format is 123-45-6789

DOB [7 March 1980]   [Select] [?]

Badge Number [B101]

Shift the individual was working ⦿ Day ○ Swing ○ Grave ○ Other ○ N/A

[Back] [Next]

Activities
- 🗂 Save as template
- 🗂 Share report
- ⓘ Notifications
- 🗂 Return home
- 🗂 Generate PDF
- 🗂 Logout

📄 My Report
- 🗀 General Information
- 📄 Location
- 📄 Environment
- 🗁 Personnel
    - 🗀 John Safe
    - 🗀 Frank Unsafe
    - 🗀 Izzy Hurt
- 📄 Property Damage
- 📄 Cause Codes
- 🗀 Routing Information
- 🗀 Release Report

Make any Changes needed in the data fields.

Note that all 3 personnel are listed at left, and these folders may be accessed directly at any time.

Click "Next" to return to the Edit Screen.

"DELETE" Data Function

Mishap Type - Select One or More Types of Mishap Events

MATERIAL HANDLING EQUIPMENT
MAN OVERBOARD (WATER ENTRY)

[Add New Entry]   [Edit Entry]   [Delete Entry]

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back] [Next]

If an entry in a list requires deletion, simply click on the item to highlight it.

Then Click the "Delete Entry" button.

The Screen will no longer display the entry AND

All other data in the event report associated with the deleted entry is also

Using the "Search" Function

User Command UIC

▸Help

UIC (Navy) or **MCC/RUC** (Marine)

NOTE: Enter the Unit Code -- **OR** -- a complete or partial activity name.

If entering a partial activity name, please read the following search suggestions:

Detachments - Use acronym of activity type *(EODMU, FASOTRAGRULANT)* or detachment location *(Crane, Keflavik, Norfolk)*

Ships and Submarines - Omit the preface of USS *(RONALD REAGAN, OHIO)*

Shore - Use root word of activity name *(safety, hospital, exchange, base, air station)* or activity location

Squadrons - Use "squadron" spelled out followed by a space and a number *(SQUADRON 85)*. To further reduce the number of selections returned, preface with squadron type *(FIGHTER SQUADRON, RESCUE SQUADRON, TRANSPORT SQUADRON, LOGISTICS SQUADRON)*

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in the Number or Name field and clicking the 'Next' button will not save your entry.

UIC or MCC/RUC Number   63393

Activity Name

Search

For Example,

To Search for a UIC, enter either the numeric code or Activity name, short title or name fragment.

Click "Search"

"Search" Results

User Command UIC

▶ Help

UIC (Navy) or **MCC/RUC** (Marine)

NOTE: Enter the Unit Code -- **OR** -- a complete or partial activity name.

If entering a partial activity name, please read the following search suggestions:

Detachments - Use acronym of activity type *(EODMU, FASOTRAGRULANT)* or detachment location *(Crane, Keflavik, Norfolk)*

Ships and Submarines - Omit the preface of USS *(RONALD REAGAN, OHIO)*

Shore - Use root word of activity name *(safety, hospital, exchange, base, air station)* or activity location

Squadrons - Use "squadron" spelled out followed by a space and a number *(SQUADRON 85)*. To further reduce the number of selections returned, preface with squadron type *(FIGHTER SQUADRON, RESCUE SQUADRON, TRANSPORT SQUADRON, LOGISTICS SQUADRON)*

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in the Number or Name field and clicking the 'Next' button will not save your entry.

UIC or MCC/RUC Number   `63393`

Activity Name   [ ]

[Search]

Select Activity

⦿ NAVAL SAFETY CENTER NORFOLK VA - N63393

[Back] [Next]

WESS will search for the information you entered and compile a list of corresponding Command Names or UIC/MCC/RUCs.

Click on the bubble adjacent to your selection, and

Click "Next"

Sample "Search" By Command Name

Search Tip: The asterisk ($*$) Wild Card is Useful when searching by text. Note that "Naval Center" locates only commands having those exact words in sequence, e.g. "Naval Center for Excellence".

"Naval$*$Center" locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval Safety Center, etc.

Search

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and

Click "Next"

Select Activity

- ○ LNO NAVAL OCEAN SYSTEMS CENTER - ML9S87272
- ○ MISC HM TRNG NATIONAL NAVAL MEDICAL CENTER - N32959
- ⦿ NATIONAL NAVAL DENTAL CENTER BETHESDA MD - N0608A
- ○ NATIONAL NAVAL DENTAL CENTER TRAINING BETHESD - N48463
- ○ NATIONAL NAVAL MEDICAL CENTER BETHESDA MD - N00168
- ○ NAVAIRSYSCOM NAVAL AIR TRNG CENTER A-12 OFC - N48301
- ○ NAVAL & MARINE CORPS RESERVE CENTER ALBANY NY - B61861

"Radio Buttons"

WESS

Choose report type
- ⦿ 5102 MISHAP
- ○ 5102 HAZARD
- ○ 3750 MISHAP
- ○ 3750 HAZARD
- ○ DIVE LOG
- ○ DON'T KNOW, GUIDE ME

"Radio Buttons" are used when selecting from a list of properties that ARE mutually exclusive.

Only one item can be selected from the list.

Click "Next"

☑ "Check Boxes"

Mishap Data Entry

▶ Help

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☑ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☑ Motor Vehicle/Tactical Vehicle > $5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☑ Property Damage (Non-US Govt. Owned) > $20K Caused by Govt.
- ☐ Property Damage (US Govt. Owned) > $20K
- ☐ Recreational or Off-Duty
- ☐ Ship/Sub Craft
- ☑ Shore/Ground
- ☐ None

Check Boxes are often used when selecting from a list of properties that are NOT mutually exclusive.

Always Check All That Apply.

Mishap Example

A Heavy Equipment Operator in a Training Course collides with a $30K privately owned SUV, sending it over an embankment. Note that at least 4 separate selections apply at left.

▽ "Drop-Down Menus"

Type of Mishap

Type of mishap

| Lost/Missing At Sea |
| Man Over The Side (No Water Entry) |
| Man Overboard (Water Entry) |
| Material Handling Equipment |
| Occupational, Non-industrial |
| Ordnance-related (Explosive) |
| Ordnance-related (Non-explosive) |
| Other Event Or Mishap Type N.e.c. |
| Parachuting |
| Pt/Prt/Pft/Pfa Related |
| Recreational |

Type of Mishap

Type of mishap   Material Handling Equipment
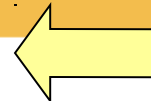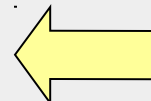
Drop-Down Menus are used when selecting from a long list of items to ensure consistent, retrievable data.

Click the Down Arrow and a menu opens. Scroll down the list or type in the first letter until the proper entry is located.

Highlight your selection, and Click. The menu will disappear and your selection will display in the field.
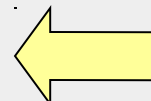
In the event that None of the Menu Choices apply, select "Other", and Explain the details in the narrative field.

Using The "Calendar" Function

❶ To Use the Calendar Function, Enter the Date of Birth in the Field at Right.

❷ Clicking "Select" opens the Calendar to the current date. At the top toolbar, there are several arrows. Clicking the left or right arrows scrolls the calendar backward or forward by month. Clicking the down arrow by the Month or Year allows scrolling up or down to make a selection.

❸ E.g. Enter the DOB - 10 Sept 1975. Click the Year arrow and a scroll bar appears. Click + or – to scroll up or down. Highlight and click on the year, 1975.

Next Screen
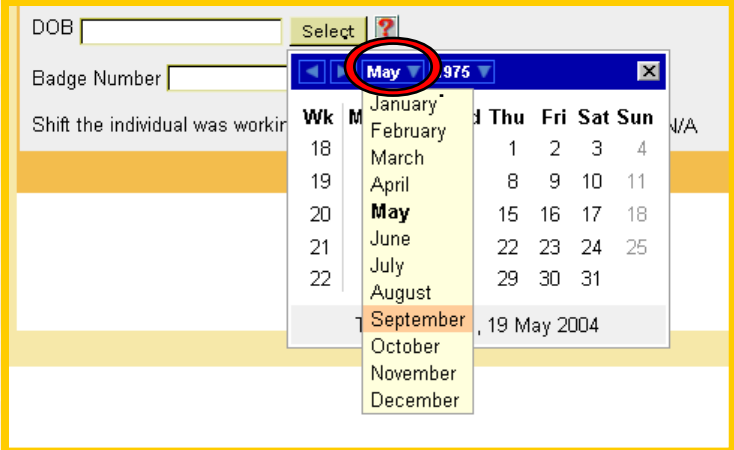
Using The "Calendar" Function

❹ The Year 1975 now appears at the top. Click the Month arrow, and scroll down the menu list. Highlight & click September.

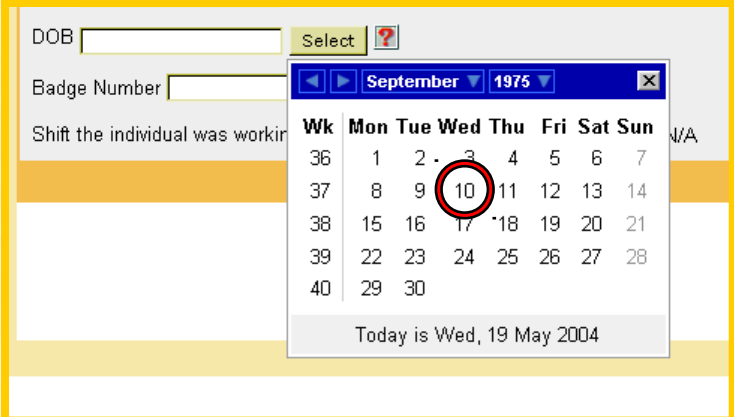❺ The Month of September now appears on the banner. Enter the day by clicking on the number "10".
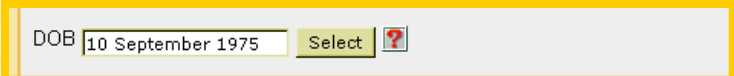
❻ The Calendar closes and the complete DOB appears in the field. These selections may be done in any order and may be re-entered, if an entry error occurs.

Narrative Data Entries

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Event Narrative / Lessons Learned / Recommendations

▶ Help

Activities
- Save as template
- Share report
- Notifications
- Return home
- Generate PDF
- Logout

Enter a narrative explaining the event, any lessons learned and recommendations for corrective action or prevention. Do not use names or personal identifiers in the text.

Who, What, When, Where and Why?

Back   Next

OK, What Really Happened?

Describe the circumstances or chain of events that resulted in the mishap.

Narrative Fields are not restricted in size, unless indicated.

The Narrative should contain any Lessons Learned, as well as Recommendations for Corrective Action or Prevention.

Narratives must NOT contain Privileged information, or personnel identifiers, e.g. Name, SSN, etc, subject to the Privacy Act.

Click "Next"

Using Mishap Report Templates

To learn How to Create and Use Report Templates for a Variety of Mishap Categories,

Continue to Module 5

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Naval Safety Center

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